TRANSMITTAL SLIP | DATE

TO:

ROOM NO.	BUILDING

REMARKS:

Date unknown.

Compare with memo on
this subject dtd Januar
+ Apr 64.

FROM:

ROOM NO.	BUILDING	EXTENSION

FORM NO. 241
1 FEB 55   REPLACES FORM 36-8
WHICH MAY BE USED.   (47)

WORKING PAPER

SECRETARIAT PROPOSALS FOR UPDATING
NPIC - ADVISORY COMMITTEE-SECRETARIAT
RELATIONSHIPS AND PROCEDURES

NPIC ADVISORY COMMITTEE

1. The Committee should meet regularly at least once a month (the last Friday of the month is suggested). In addition, it should be available on an "on call" basis to discuss crucial problems. Its membership should be one of responsibility and continuity.

2. The Committee should present problems and suggestions of the organizations which they represent.

3. An NPIC representative, such as the Executive Director or the Assistant for Operations, should reciprocate by presenting NPIC questions, problems, plans, etc., suitable for committee comment.

4. NPIC should present an operational(workload review) agenda, via the Secretariat Chairman, which outlines problem areas in current production. AD COM members should be capable of speaking for their organizations as to priorities of the various items.

5. The Committee should resolve controversial items of the Secretariat and/or make recommendations and provide guidance for future Secretariat procedures. The weighting guide, for instance, should be constantly revised to reflect current priorities.

6. The Committee should develop an NPIC Advisory Committee Charter that clearly outlines the membership, who they represent, defines a national requirement, etc.

SECRETARIAT

1. The Secretariat would determine if requirements submitted were national or departmental, then weigh and put into immediate work channels.

2. The Secretariat should be available for immediate assembly on NPIC-initiated or external priority requirements.

3. All requirements levied on NPIC should be checked by the Secretariat member submitting them against projects in work throughout the intelligence community to eliminate duplication or assist in meeting due dates. NPIC/OS/OCB should maintain the currently existent "active PI Projects File".

4. Secretariat members should resolve all "due date" problems related to requirements submitted by thier organizations. To assist in determining time elements and NPIC capabilities, a PAG representative and an OS/OCB representative should attend the Secretariat meetings as non-voting members.

5. The Secretariat should be available to serve as an informal group to assist PID, DIA, NSA and ARMY in determining whether requirements received by them are of national interest. This would be strictly on a volunteer basis.

6. The Secretariat should use a "weighting guide" which is kept current so as to be compatible with changing priorities, interests and the requestors due dates. This guide would be revised periodically as a result of AD COM review.

7. The Secretariat should recommend limited distribution on special materials when applicable.

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